DYMO

Quick Start Guide

LabelWriter® 450 Duo

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Quick Start Guide

For complete information about your label printer, you can view the *LabelWriter Printer User Guide* from the DYMO Label v.8 Help menu or from the DYMO Web site at www.dymo.com.

Follow these steps to install the LabelWriter printer and print your first label.

1. Unpacking your LabelWriter Printer

NOTE Do not connect the printer into your computer until after the software installation is complete.

1. Unpack your printer and save the packing materials.
2. Make sure you have all the items shown in Figure 1. (Labels included in the package may vary.)

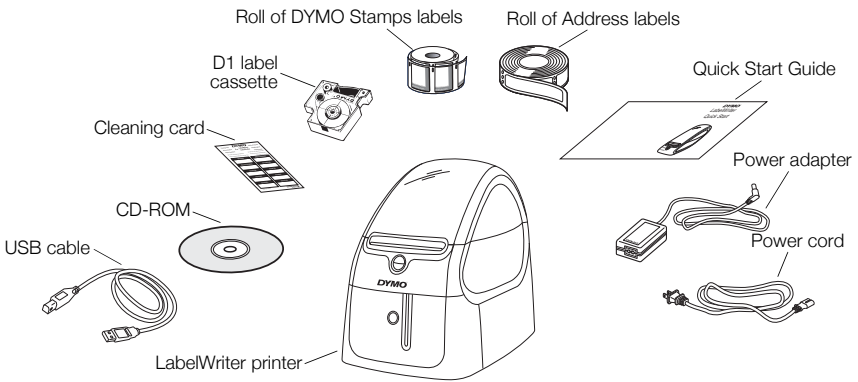


Figure 1

Become familiar with the printer's major components. See Figure 2.

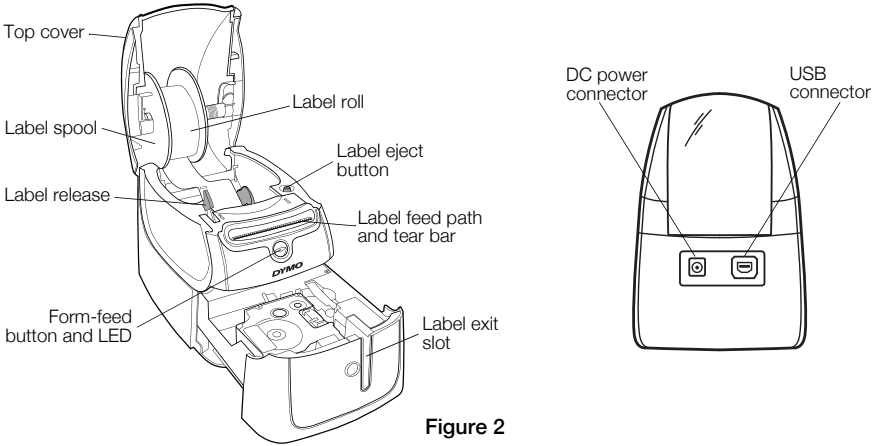


Figure 2

LabelWriter Printer Features

Your LabelWriter printer is a direct thermal printer and does not use ink or toner. Instead, the printer uses heat from a thermal print head to print on specially treated labels. Labels are the only supplies you will ever need to buy.

The form-feed button on the front of the printer advances a single label. The label eject button is used to remove labels from the printer when changing rolls.

The status light visually shows the current state of the printer:

- Solid blue - power is on and the printer is ready.
- Flashing blue - labels are not loaded properly or the label roll is empty.
- Dimmed blue - printer is in power saving mode.

2. Installing the Software

Do not connect the printer to your computer until after the software installation is complete.

Windows Depending on your system configuration, the software installation could take some time while the required Microsoft .NET™ software is installed.

To install the software on a Windows system

1. Close all open Microsoft Office applications.
2. Insert the DYMO LabelWriter CD into your CD-ROM/DVD drive.

   After a few seconds, the installation screen appears.
3. Click **Install** and follow the instructions in the installer.

QuickBooks If you have QuickBooks 2007 or later, you will be prompted to install the DYMO Label Add-in for QuickBooks. (US Only.)

To install the software on a Mac OS system

1. Insert the DYMO LabelWriter CD into the CD-ROM/DVD drive.

   After a few seconds, the DYMO Label Installer icon appears.
2. Double-click the Installer icon and follow the instructions.

3. Connecting your LabelWriter Printer

NOTE Do not connect the printer to your computer until after the software installation is complete.

To connect the power

1. Plug the power cord into the power adapter. See Figure 3.
2. Plug the power adapter into the power connector on the back of the printer. See Figure 4.
3. Plug the other end of the power cord into a power outlet.
4. Plug the USB cable into the USB port on the back of the printer.
5. When the software is completely installed, connect the other end of the USB cable into an available USB port on your computer.

Mac OS If the printer is not in the printer list when the installation is complete, refer to the ReadMe file for instructions on how to add the printer.

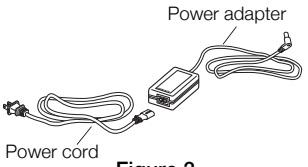


Figure 3

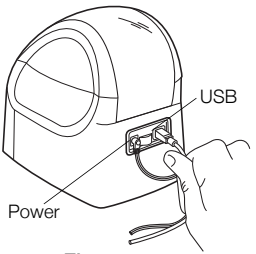


Figure 4

4. Loading Labels

The LabelWriter Duo printer prints two types of labels: die-cut paper labels (such as Address or Shipping labels) and D1 label cassettes.

Important!

In order for the labels to feed properly during printing, pay attention to the following when loading labels on the spool and into the printer:

- The label spool guide must be pushed flush against the label roll, with no gap. See Figure 6.
- The labels must be loaded with the left edge of the label inserted against the left edge of the label feed slot. See Figure 8.

To load a label roll

1. Press the form-feed button to eject the labels that protected the printer during shipment.
2. Open the top cover and remove any packing material inside the label compartment.
3. Remove the label spool from inside the top cover and pull the spool guide from the spindle.
4. Hold the spool spindle in your left hand and place the label roll on the spindle so that the labels feed from underneath and the left edge of the label roll is firmly against the side of the spool. See Figure 5.

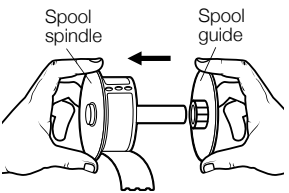


Figure 5

5 Slide the spool guide onto the right side of the spool and press the guide tightly against the side of the label roll, **leaving no gap** between the roll and the spool. See Figure 6.

NOTE To ensure proper feeding of labels during printing, the label roll must fit snugly against both sides of the label spool, with no gaps.

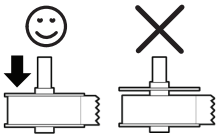


Figure 6

6 Insert the label spool into the slot in the printer cover with the labels extending from underneath the roll. See Figure 7.

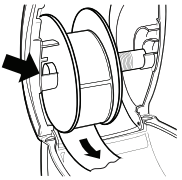


Figure 7

7 Align the left edge of the label with the left edge of the label feed slot and insert the label into the slot. See Figure 8.

The printer automatically feeds the label, stopping at the beginning of the first label.

If the printer does not feed the labels, make sure the first label is fully inserted and then press the form-feed button.

If the first label on the roll is not a full label, press the form-feed button to eject the partial label.

8 Slide the label guide to the left until the label guide aligns with the right edge of the label. See Figure 8.

Make sure that the label guide does not pinch the label.

9 Carefully lower the top cover.

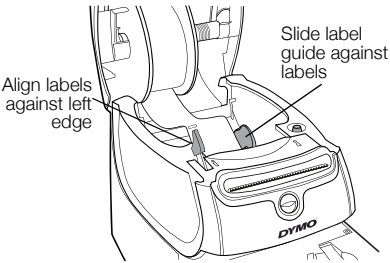


Figure 8

To load a label cassette

1 Press the button on the front of the printer to open the label cassette tray.

NOTE The first time you use the printer, remove the protective cardboard insert from the label exit slot. See Figure 9.

2 Make sure the label and ribbon are taut across the mouth of the cassette and that the label passes between the label guides.

If necessary, turn the ribbon rewind spool clockwise to tighten the ribbon.

3 Insert the cassette and press firmly until the cassette clicks into place. Make sure label and ribbon are positioned correctly. See Figure 10.

4 Press the button on the front of the printer to close the label cassette tray.

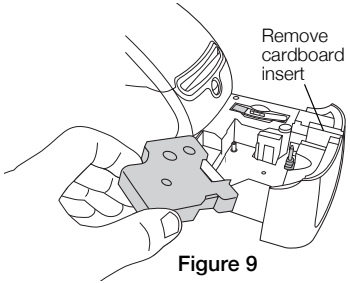


Figure 9

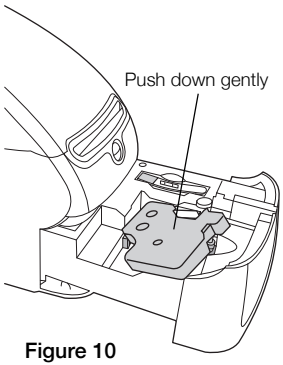


Figure 10

5. Printing your First Label

The first time you open the application, you are asked to register the software. Registering the software ensures that you will be informed of any software updates.

During the registration process, you will be asked to enter the serial number for your label printer. The serial number is located on the bottom of the printer.

To print your first label

1. Start DYMO Label software by doing one of the following:
   - For Windows, click **Start**, then **Programs**>**DYMO**>**DYMO Label v.8**.
   - For Macintosh, double-click the DYMO Label icon in the **Applications** folder.

   The first time you start DYMO Label software, a list of available label types is displayed on the left side of the window and an address label is displayed in the Edit area. (See Figure 11.)
2. Click once in the address label in the Edit area and type some text.
3. Optionally, choose a font and a justification setting from the Formatting toolbar.
4. Click **Print** to print the label.

To print a D1 tape label

1. Select a tape label from the **Labels** tab, and then select a layout.

   Make sure that the width of the tape label you select matches the width of the label cassette loaded in the label cassette tray.
2. Click once on the tape label in the Edit area and type some text.
3. Optionally, choose a font and a justification setting from the **Formatting** toolbar.
4. Click **Print** to print the label.

Figure 11 highlights some of the major features available in DYMO Label software.

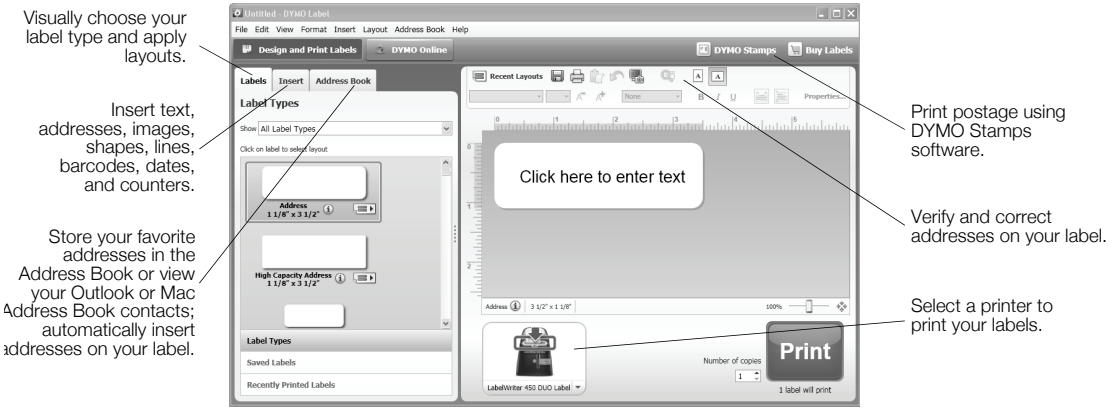

Visually choose your label type and apply layouts.
Insert text, addresses, images, shapes, lines, barcodes, dates, and counters.
Store your favorite addresses in the Address Book or view your Outlook or Mac Address Book contacts; automatically insert addresses on your label.
Print postage using DYMO Stamps software.
Verify and correct addresses on your label.
Select a printer to print your labels.
Untitled - DYMO Label
File Edit View Format Insert Layout Address Book Help
Design and Print Labels
DYMO Online
DYMO Stamps
Buy Labels
Labels
Insert
Address Book
Label Types
Show All Label Types
Click on label to select layout
Address 1 1/8" x 3 1/2"
High Capacity Address 1 1/8" x 3 1/2"
Label Types
Saved Labels
Recently Printed Labels
Recent Layouts
Click here to enter text
Address
3 1/2" x 1 1/8"
100%
LabelWriter 450 DUO Label
Number of copies
Print
1 label will print

Figure 11

For complete details on using the software, refer to the online Help.

From the Help menu, you can view the following:

- DYMO Label v.8 Help
- *DYMO Label v.8 User Guide*
- *LabelWriter Printer User Guide*

DYMO® STAMPS®
POWERED BY ENDICIA®

Printing Postage with DYMO Stamps

You can now print postage right from your desktop using your LabelWriter Duo label printer. All you need is DYMO Stamps software, your LabelWriter printer, DYMO Stamps labels, and an Internet connection.

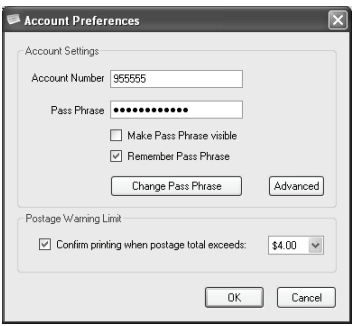
To install DYMO Stamps and print postage

1. Sign up for your USPS account with Endicia. Go to: *www.endicia.com/dymostamps*
2. At the end of the sign up process, download and install the DYMO Stamps software.

   DYMO Stamps software is available for both Windows and Mac OS X.

   NOTE You must have DYMO Label software and your LabelWriter printer installed before installing the DYMO Stamps software.

   The first time you start the DYMO Stamps software, you are prompted to enter the postage account number assigned and the pass phrase you created during the sign-up process.



3 Enter your account number and pass phrase, and then click **OK**.

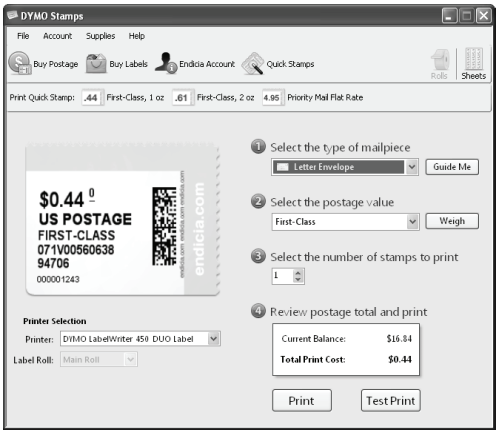
4 Click **Buy Postage** and purchase postage for your account.

5 Select **DYMO LabelWriter 450 Duo Label** from the **Printer** list under **Printer Selection.**

6 Click **Test Print** to print a voided postage label.

You are now ready to start printing actual postage whenever you need it. Refer to the DYMO Stamps online Help for more information about using the software.

You can add postage, buy DYMO Stamps postage labels, and order supplies directly from within the DYMO Stamps software.



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